

Reviewing CTE Completer Cohort

1. To begin reviewing your school's CTE Completer cohort information, select the "CTE Completer SY XXXX-XXXX" tab within the **COH.ORT** application.

CTE Completers SY 2021-2022	Appeal for CTE Completers SY 2021-2022	SY 2021-2022 4 yr Cohort	SY 2021-2022 5 yr Cohort	Appeal for Grad Cohort SY 2021-2022	Verification of Cohorts
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2. This tab will display the names of all CTE Completers in the Grade 12 cohort by Program of Study. Review the lists under each Program of Study for a accuracy to ensure that all completers for your school are included.

CTE Completers

Total students: 216 

AG0130: (8 completers)

WVEIS #	Student	Home School	Tech Center	Grade	Completed	Portfolio	NOCTI
				12	2021	65	32.3
				12	2021	65	48.1
				12	2021	67	33.3
				12	2021	90	38.6
				12	2021	64	33.9
				12	2021	80	31.2
				12	2021	75	43.8
				12	2021	90	38.6

AR1720: (2 completers)

WVEIS #	Student	Home School	Tech Center	Grade	Completed	Portfolio	NOCTI
				11	2020		
				12	2021	88	59.2

AR1720: Drafting (2 completers)

WVEIS #	Student	Home School	Tech Center	Grade	Completed	Portfolio	NOCTI
				11	2020		
				12	2021	88	59.2

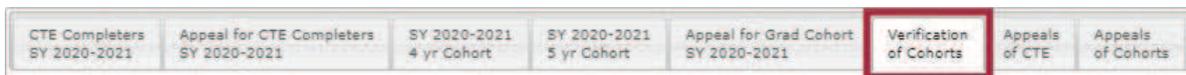
Remember that your school's CTE Completer information will be included as a component of the statewide system of accountability and support. Ensuring accuracy in the CTE Completer cohort data is important for guaranteeing accuracy in accountability determinations for your school.

3. If there is information presented in the tab that may be inaccurate, please submit an appeal. Directions for how to submit an appeal can be found by clicking on the ["Instructions"](#) link in the top left corner of the application and going to page 13 of the document. Be sure to gather all necessary documentation (digitizing it, if needed) to support your appeal request.

Please submit your appeals early during the window to maximize the time available both for review and for responding to questions or requests for additional documentation from WVDE staff reviewing the appeals.

Submitting/Verifying Cohort Membership

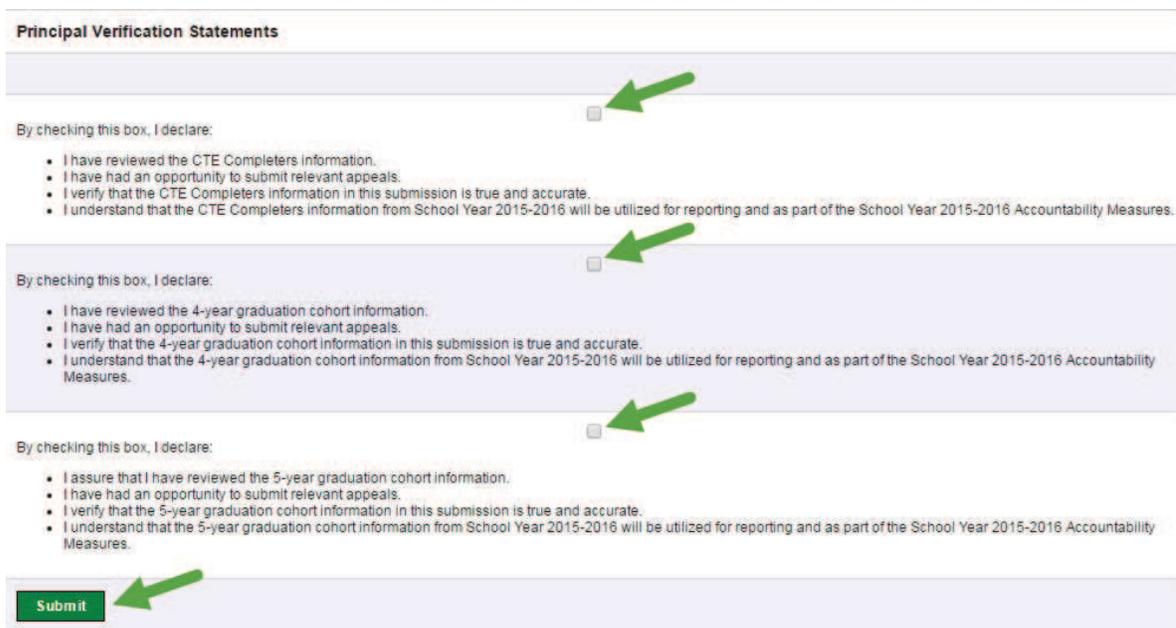
1. To submit/verify your Cohorts please select the “Verification of Cohorts” tab in the COH.ORT application.



You should proceed to the verification tab when you are satisfied that the information for each cohort is correct. Each cohort can be verified individually. If you have submitted appeals for any cohort, verification of that particular cohort should happen only after a final response/determination has been received on all of the appeals submitted.

As a reminder, please submit your appeals early during the window to maximize the time available both for review and for responding to questions or requests for additional documentation from WVDE staff reviewing the appeals. All verifications must be submitted by the stated deadline.

2. The tab will display three verification statements—one for each of the cohorts that will be verified.

A screenshot of the 'Principal Verification Statements' section in the application. It contains three identical verification statements, one for each cohort type. Each statement begins with 'By checking this box, I declare:' followed by a list of four bullet points: 'I have reviewed the [cohort] information.', 'I have had an opportunity to submit relevant appeals.', 'I verify that the [cohort] information in this submission is true and accurate.', and 'I understand that the [cohort] information from School Year 2015-2016 will be utilized for reporting and as part of the School Year 2015-2016 Accountability Measures.' Each statement has a small square checkbox to its right. A green arrow points to the checkbox of each statement. At the bottom of the section is a green 'Submit' button, with another green arrow pointing to it.

3. Once satisfied that the information for a cohort is correct, check the verification box for that cohort to indicate the following:
 - a. You have reviewed the information for the cohort in question.
 - b. You have had an opportunity to submit relevant appeals.
 - c. You verify that the information for the cohort is true and accurate.
 - d. You understand that the cohort information will be used as part of the statewide system of accountability and support.
4. When you have checked the box indicating your verification for each cohort, click the green Submit button to submit your final verification.

5. Before the end of the verification window, you will need to check all three boxes and submit your verification for all three cohorts (CTE completers, 4-year graduation, 5-year graduation).

Please note that you may submit your verification for each cohort individually. For instance, if you are satisfied that the information for two cohorts is accurate, and you are waiting on final response for appeals submitted relative to the other cohort, you may submit your verification for the two cohorts that are accurate and complete. You may submit your verification for the other cohort when you have received a final response for all submitted appeals.

Physical Education Requirements

For the *Physical Education Requirement* collection, school- and district-level staff will utilize the **Physical Education Requirements Microsoft Form** for submitting information related to physical education requirements for elementary and middle schools.

WVEIS County Contacts and applicable School Principals will receive an email directly from the WVDE Office of Teaching & Learning with directions, a link to the form that must be completed, and submission deadlines. The Microsoft Form can also be accessed by following this link:

[Click here to access the Physical Education Requirements Collection Form](#)

Questions regarding the *Physical Education Requirements* should be directed to the appropriate staff within the Office of Teaching & Learning.

Questions regarding the Microsoft Form should be directed to staff of the WVDE Office of Data Analysis & Research.